

## SUPERINTENDENT OF EQUIPMENT MANAGEMENT

### NATURE OF WORK

This is responsible administrative and supervisory work directing the maintenance and repair of all equipment and facilities utilized in the construction, maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers.

Work involves planning, assigning and supervising equipment maintenance and repair; comparing labor and material costs for equipment repair against equipment replacement costs in order to determine the most economical course of action; and coordinating the purchase of new equipment by insuring that it meets the requirements of the operating divisions. Work also includes purchasing all parts, supplies, gasoline and oil necessary for equipment maintenance and repair and maintaining records reflecting quantities purchased; and preparing annual sectional budget request and monitoring budgetary expenditures. Work is performed under the general supervision of the Public Works Maintenance Coordinator with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision is exercised over skilled, semi-skilled and unskilled subordinates.

### EXAMPLES OF WORK PERFORMED

Plans and directs, through subordinate supervisory personnel, the overall maintenance and repair program for all equipment and facilities utilized in the maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers.

Maintains an Equipment Management Information System which provides timely and accurate data in such areas as overall fleet inventory, preventive maintenance, repair activities, parts inventory, fuel usage and financial accounting.

Purchases gasoline, oil, repair parts and supplies related to equipment maintenance and repair and maintains records reflecting quantities purchased.

Participates in budget preparation and monitors the expenditure of funds from the Equipment Management Section.

Determines equipment requirements of operating divisions and prepares specifications for new equipment to insure that operating requirements are met.

Checks, reviews, and recommends approval or disapproval of all promotions, merit ratings, salary increases, or varied disciplinary actions to the Public Works Maintenance Coordinator.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods, techniques and procedures involved in equipment maintenance and repair.

Thorough knowledge of materials, parts and supplies necessary to the maintenance and repair of equipment and facilities.

Ability to plan, assign and supervise the work of skilled, semi-skilled and unskilled subordinates engaged in the repair and maintenance of equipment and facilities.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to prepare reports and maintain records.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school supplemented by thorough experience in municipal public works construction and maintenance programs, equipment operation, maintenance and repair or related area plus considerable experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school supplemented by considerable experience in municipal public works construction and maintenance programs, equipment operation, maintenance and repair or related area plus some supervisory experience or any equivalent combination of training and experience which would provide the required knowledges, abilities and skills.

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